

MaryBeth Murray (she/her)

Education

Masters of Education – Single Subject: English; Bilingual Authorization (Spanish) **July 2020 – July 2021**

University of California Santa Cruz

Certificate of Great Books **Spring 2019 – Fall 2019**

Monterey Peninsula College, Monterey, CA

Bachelor of Arts - Spanish Languages and Literature **August 2008 – May 2012**

Whitman College, Walla Walla, WA

Experience

Food & Beverage Coordinator at The Lodge at Pebble Beach **March 1, 2022 - Present**

Pebble Beach Company, Pebble Beach, CA

- Manage all administrative tasks for the Director of Food & Beverage including answering the phone, responding to emails, creating and distributing departmental memos, etc.
- Coordinate internal meetings within Food & Beverage departments as well as resort-wide including scheduling, creating an agenda, taking minutes, and managing follow up tasks
- Manage ongoing tasks and projects related to Food & Beverage such as updating menus for special events, coordinating interviews and onsite visits, and tracking department training requirements

Teacher – English 1 and English Language Development **July 2021 – December 2021**

Marina High School, Monterey Peninsula Unified School District

- Designed and taught a culturally sensitive curriculum that met California Common Core State Standards for 9th Grade English Language Arts and English Language Development.
- Taught, supported, and provided feedback to six classes ranging in size from 10-40 students with a variety of linguistic, cultural, and academic backgrounds.
- Managed a variety of ongoing projects outside of classroom teaching, including district and site-level initiatives for professional development, student and family outreach, as well as curricular innovations.

Student Teacher – 7th Grade English Language Arts **November 2020 – June 2021**

North Monterey County Middle School, Castroville, CA

- Fully responsible for two sections of 7th grade ELA, including developing lessons, preparing materials and Google Classroom, teaching classes via Zoom, giving feedback, and grading student work

Student Teacher – 9th Grade Transitional English, AP English Lit **August – November 2020**

Soquel High School, Soquel, CA

- Developed materials, led classes, and provided feedback for student work for 9th Grade Transitional English using a preselected text: Across a Hundred Mountains by Reyna Grande
- Observed and supported my cooperating teacher in his AP English Literature class by facilitating small group discussions and Socratic seminars, providing feedback on student writing, and holding writing conferences with students.

Yoga Instructor **August 2018 – July 2020**

Union Yoga, Monterey, CA

- Create unique class sequences that lead students safely through postures that are meant to stretch and strengthen the body while also provided tools for all around well-being through the eight-limbs of yoga.

Kids Yoga Instructor

September 2019 – July 2020

Monterey, CA

- Create and lead yoga classes that engage kids physically and mentally to begin to understand yoga asana and to learn tools for quieting the mind and dealing with stress. We also have a lot of fun!

Legal Assistant

July 2018 – January 2019

Law Office of Yvonne A. Ascher, Monterey, CA

- Assisted in estate planning preparation and processing, including deed preparation.

Project Manager/Implementation Consultant

October 2012 – February 2018

Epic Systems, Verona, WI; Den Bosch, Netherlands

- Managed teams of 4-6 analysts to build, test, and train software systems for three academic hospitals and a physician practice, including 36 office locations.
- Responsible for determining division learning goals and coordinating all internal application learning opportunities for project management staff.
- Worked as a customer trainer and customer liaison to the development team, including planning and coordination of yearly education events for customers.

Certifications

Healthcare Provider (BLS) Adult, Child, and Infant CPR/AED

Expires May 2023

ProTrainings

SB2042 Preliminary, Single Subject: English; Bilingual Authorization (Spanish), (English Language Learner Authorization BASP)

August 2021

Commission on Teacher Credentialing

California Notary Public

Expires November 2022

200 Hour Yoga Teacher Certification (Yoga Alliance Registered)

April 2018

Authentic Movements, Uvita, Costa Rica

Kidding Around Yoga Certification (Yoga Alliance Registered)

September 2018

Skills

Languages

- Fluent Spanish
- Conversational Dutch

Professional Skills

- Advanced knowledge of Microsoft Office and Google G Suite Applications
- Instructional Design
- Customer Service
- Relationship building
- Communication (written and verbal)
- Public Speaking and Presentation
- Large and Small Group Leadership and Coordination
- Ability to learn and adapt to new technologies and process quickly and accurately.